



## STAFF DEVELOPMENT INSTRUCTOR

### **CHARACTERISTICS OF WORK:**

This is educational work in the planning, developing, and conducting of a broad program of orientation and training for staff involved in the service programs of the agency. Work involves the organization, preparation, and presentation of training materials to the appropriate staff. Work is performed under the direct supervision of an administrative superior with assignment and review of work in the form of conferences, staff meetings, and reports.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Master's Degree from an accredited four-year college or university;

**AND**

#### **Experience:**

One (1) year of experience in work directly related to the described duties.

**OR**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

#### **Experience:**

Two (2) years of experience related to the described duties, one (1) of which must be directly related.

**OR**

**Education:**

Completion of sixty (60) semester hours from an accredited two-year or four-year college or university;

**AND**

**Experience:**

Four (4) years of related experience, of which one (1) year must be directly related.

**Certification/Licensure:**

Once hired, incumbent will be required to obtain CPR (Cardiopulmonary Resuscitation) and TMAB (Techniques for Managing Aggressive Behavior) certification.

**Substitution Statement:**

Above completion of sixty (60) semester hours from an accredited two-year and four-year college or university, related education and related experience may be substituted on an equal basis, except there shall be no substitution for the one (1) year of directly related experience.

**Required Document:**

Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of the required coursework.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to climb or balance; and stoop, kneel, crouch, or bend.

## **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

### **TECHNICAL COMPETENCIES:**

**Training and Teaching Others:** Identifying the training needs of others, developing formal educational or training programs, and teaching or instructing others.

Organizes, prepares, and presents training materials to appropriate staff. Teaches Cardiopulmonary Resuscitation and Techniques for Managing Aggressive Behavior.

**Program Administration:** Plans, develops, and coordinates a broad agenda of orientation and training for staff involved in the service programs at a state facility.

Plans, coordinates, and teaches general orientation for all new employees. Plans, coordinates, and teaches needs assessment courses for long-term employees.

**Customer Service:** Works with others to assess their needs, provide information, and satisfy their expectations; knows about available services.

Is committed to providing quality services. Developing constructive and cooperative working relationships with others.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Plans, coordinates, and teaches general orientation for all new employees and needs assessment course for long-term employees.
2. Teaches Cardiopulmonary Resuscitation and Techniques for Managing Aggressive Behavior.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Plans time, place, and content for orientation and/or staff development workshops for both professional and clerical staff.

Formulates and reviews workbooks and guidebooks for staff development and training.

Conducts and/or assists in conducting orientation and staff development sessions.

Incorporates the findings of appropriate operational divisions into the training program of the agency professional staff.

Maintains records of orientation and staff training sessions, including evaluation of participating staff and making information available for appropriate agency staff use.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.